



CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

2010 Large Projects Fund Letter of Intent

FOR INTERNAL USE ONLY

Project #:

Date Received:

PROJECT INFORMATION

Project name:

Project address or location:

Briefly describe the project:

Project district (check one):

- ☐ Ballard ☐ Delridge ☐ East ☐ Lake Union ☐ North ☐ Northwest ☐ Southwest
☐ Central ☐ Downtown ☐ Greater Duwamish ☐ Magnolia / Queen Anne ☐ Northeast ☐ Southeast

For a map of the districts [click here](#).

APPLICANT CONTACT INFORMATION

All NMF correspondence will be mailed to the contact person.

Applicant group:

Project contact person:

Mailing address:

Zip code:

Day/Work phone:

Evening/Home phone:

Home email address:

PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$100,000):

\$

TOTAL value of neighborhood match:

\$

SUPPLEMENTAL INFORMATION

For physical improvement or capital projects, who is the property owner?

Does your group have a current NMF project under contract? ☐ Yes ☐ No

If yes, what is the project name?

NMF PROJECT MANAGER ASSISTANCE

Provide the name of the NMF Project Manager who assisted you:

NOTE: Prior to submitting an application, groups are encouraged to work with a project manager or attend a NMF workshop. A project manager can help applicants develop a competitive proposal and will review a draft application before the deadline. Working with a project manager increases the likelihood of receiving an award.

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):

Signature:

☐ Submitted electronically

Address/Zip:

Day Phone:

PROPOSAL NARRATIVE Add additional pages as needed.

PROPOSED IDEA

NEED AND PROJECT DESCRIPTION: The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. Explain **why you want to do this project, what you will do** and **how it will benefit the public**.

PROPOSAL NARRATIVE cont'd

PROPOSED IDEA cont'd

WORKPLAN: In addition to the project description in the other applications, use this table (or another document formatted in the same way) to list the **step-by-step activities** of your project. Identify who will be responsible for carrying out each step or activity. Estimate the month and year each step will be completed.

[illegible]

PROPOSAL NARRATIVE cont'd

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING

NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, GLBT groups, etc. Talk about **what you have done so far** to build awareness about your project, **with whom you have been working**, and **who else will be involved** in your project.

PROPOSAL NARRATIVE cont'd

OUTCOMES

A successful project will have a vision for success and be driven by achievable outcomes. Talk about **how**, after your project is completed, **your community will be positively changed**.

OTHER INFORMATION

Please share any additional information we should know about your project.

PROJECT RESOURCES AND READINESS

Widespread and diverse match contributions of cash, volunteer labor, donated professional services and donated materials are indicators of community support. Project readiness means the project has been well-planned and will be successful in raising enough match within the timeframe required. Using this budget worksheet, describe your **budget** and resources for **community match**.

BUDGET List the details of your project's budget.

Project Expense Description (staff, professional services, supplies, materials, construction, etc.)	NMF Funding Request
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Grand Total	\$

COMMUNITY MATCH List the sources of your match.

Community Match (volunteer labor, in-kind services, donated materials/supplies, cash)	Match Value
Volunteer labor*	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
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<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
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<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
Grand Total	\$

Physical improvement projects (where something tangible and lasting, such as a playground or public art, is being created) require a 1:1 match (the community match must equal the funding request).

Non-physical projects (such as design, planning, events, etc.) require a ½:1 match (the community match must equal at least half of the funding request).

*Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.

LETTER OF INTENT CHECKLIST

- ☐ Review NMF guidelines.
- ☐ Complete cover page.
- ☐ Complete Letter of Intent narrative.
- ☐ Complete budget worksheet.

Letter of Intent Information

- Consider submitting the application electronically (in PDF) using the Submit button below. If submitted electronically, please check/mark the signature box on the cover page.
- Use 12-point font or larger, single-spacing and 1" margins.
- Do not exceed five pages for the narrative and budget sections together.
- Print in black and white on one side only.
- If submitting by hard copy, do not bind or enclose application materials in folders.

Deadlines

Letters of Intent for Large Projects Fund must be received by **5pm, Monday, February 8, 2010**. Late LOIs will not be accepted.

Applicants eligible to submit a Large Projects Fund proposal will be contacted by NMF staff, at which time application materials will be distributed. The application deadline is on **Tuesday, April 13, 2010**.

Submission Locations

You can submit your LOI in any of the following ways. It must be **received** by **5pm** on **Monday, February 8, 2010**.

IN-PERSON Department of Neighborhoods
700 5th Avenue, 17th Floor
Seattle, WA 98104

or

Neighborhood Service Centers

U.S. POSTAL SERVICE PO Box 94649
Seattle, WA
98124-4649

EMAIL NMFund@seattle.gov
(must be in PDF format,
including applicant signature)

SUBMIT FORM

I agree that clicking "submit" is equivalent to the **elected chairperson/president's** signature on this application form. It certifies that I am **authorized to submit** it on behalf of the organization, the statements herein are true, complete and accurate to the best of my knowledge.

Questions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

EMAIL: NMFund@seattle.gov

WEBSITE: <http://seattle.gov/neighborhoods/nmf/>